



**CITY OF DOVER**

## APPOINTMENTS COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Conference Room, City Hall**  
Meeting Date: **Wednesday, February 26, 2014**  
Meeting Time: **6:00 PM**

### 1. CALL TO ORDER

Deputy Mayor Carrier called the meeting to order.

**Present:** Deputy Mayor Carrier, Mayor Weston, and Councilor Cheney.

**Also Present:** City Clerk Lavertu and Deputy City Clerk Mistretta

### 2. APPROVAL OF MINUTES

#### A. December 11, 2013

Councilor Cheney moved to approve the minutes; seconded by Mayor Weston.

Vote: 3/0.

#### Discussion

The members discussed the procedures for processing and maintaining applications.

There was a consensus that contact will be made to receive a new application from applicant at the address and/or phone number indicated on their original application when the application has been on file for one year minus 30 days. If there is no response from the applicant within 60 days of notice then their application is removed from consideration.

There was consensus that if a person has not sign their Oath of Office within 30 days of appointment, without extenuating circumstances, then the position is considered vacant again.

City Clerk Lavertu spoke to the members regarding the new website, which now shows all the vacancies on Boards and Commissions.

Deputy City Clerk Mistretta said she would forward the template letters used to inform applicants of the status of their application.

### 3. REVIEW APPOINTMENTS

Councilor Cheney moved to change the status of Michael Joyce from alternate member to regular member on the Conservation Commission; seconded by Mayor Weston.

Vote: 3/0.

### 4. ADJOURNMENT

The date was set for March 5, 2014 at 6:00 pm to meet again and conduct interviews with new applicants.

Councilor Cheney moved to adjourn; seconded by Mayor Weston.

Vote: 3/0.